



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name:		
Agency: Teachers' Retirement Fund		BU: 00740
Division: Investments	Section/District:	
Job Title: TRF Investments Intern		Job Code: SSWBBS
Working Title (if different from above):		
Reports To:		
FLSA Status: <input checked="" type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

The Investment Department would like someone to fill the role of a temporary operations and documentation analyst. This position will report to the Director of Investments and will take the lead on specific projects related to alternative investments and assist in all operational aspects of managing the fund's assets.

Essential Duties/Responsibilities:

Specific Duties:

- Assist the team with cash flows including rebalancing direction letters, web transfers, and handling capital calls, documentation
- Investment documentation project focused on the existing private equity portfolio and any additional alternative investment managers that are hired by the fund
- Assist in the development of further refinement to the investment policies and procedures manual.
- Construction of and monitoring the process of Requests for Proposal
- Assist team in developing a detailed annual budgeting spreadsheet
- Daily updating of investment meeting log including meeting summary and tracking
- Monitor and reconcile compliance variance reports between custodian and external managers

Job Requirements:

Supervisory Responsibilities/Direct Reports:

Difficulty of Work:

Responsibility:

Personal Work Relationships:

Physical Effort:

Working Conditions:

Office environment.